Instructions for Letter of Agreement
(Deacons: Title III Canon 6)

A Deacon ordained under Episcopal Church Title III Canon 6 is a deacon who is not being subsequently ordained to the priesthood.

A letter of agreement is required by the Canons should a Deacon desire to vote at Diocesan Convention.

Please complete the LOA and email it to the Canon to the Ordinary for initial review (prior to obtaining signatures). We will then issue a "2.0" version.

Deacon, Priest, and Wardens: Once the LOA is completed, please sign one (1) copy, scan the signed copy, and send that scanned copy to the Canon to the Ordinary and to Wendy Martucci (Executive Assistant to the Bishop). Be sure to retain a copy electronically in your church files.

The Right Reverend Douglas F. Scharf
8005 25th Street East
Parrish, Florida 34219

The Bishop will not sign the letters-- He will indicate that he has discharged his duties regarding the letter per the Canons. Once this is done, two copies will go to the church:

- one for the Deacon
- one for Parish files

The third will become part of the Deacon's file at Diocesan House.

The Bishop expects that any amendments to the Letter, will be sent to Diocesan House in a timely manner.

Deacon Letter of Agreement

Deacon: _____

Ecclesiastical Authority in Charge of the Congregation: _____

Congregation**:** _____

The Bishop of the Diocese of Southwest Florida hereby assigns the Deacon to the Congregation under the supervision of the Rector/Priest in Charge subject to the rubrics of *The Book of Common Prayer*, the Canons of the Church, and the Customary for Vocational Deacons, as amended. The Bishop remains Final Arbiter and may terminate this Agreement at sole discretion.

The Bishop:

- Assigns the Deacon on a part-time, non-stipendiary basis
- Delegates general oversight of the Deacon to the Priest who is in charge of the Congregation, (hereafter referred to as the "Priest")
- Requires that the assignment be reviewed annually
- Shall accept, as required by the Canons of the Episcopal Church, the resignation of any deacon reaching the age of seventy-two (72). The Bishop may, with the consent of the Deacon, assign a retired Deacon to any congregation, other community of faith or non-parochial ministry, for a period not to exceed twelve (12) months, and this may be renewed.
- Expects the congregation to reimburse the Deacon for expenses incurred for attending Diocesan Convention.

The Deacon:

- Will inform the Bishop regarding any secular employment taken by the deacon during the course of this agreement.
- Expects to serve the Church at a maximum of 8-10 hours per week.
- Expects, as the Congregation budget allows, to receive financial reimbursement for expenses incurred including
    - Continuing Education
    - Annual Diocesan Deacons' Meeting(s)
    - Assignment-related travel as approved by the Priest.
- May assist at liturgies outside the assigned parish with the approval of the Priest and the Bishop.
- Shall submit to the Bishop on January 15 of each year an annual report of all ministry and continuing education performed in the previous year with a copy to the Priest, who shall provide an evaluation of the Deacon's contributions to the life of the congregation, with special emphasis on the development of lay ministry opportunities in the world beyond the church.
- Will supervise Eucharistic Ministers and Eucharistic Visitors per Episcopal Church Canon III.4 ("Of Licensed Ministries", sections 6 and 7), as amended.
- Shall take the following periods of leave
    - One calendar month vacation each year, or 4 weeks
    - Time as needed for development of diaconal ministry
    - Sick leave and personal days as required.

The Priest:

- Ensures that the Deacon's ministry in the congregation does not threaten any permitted secular employment undertaken by the Deacon.
- Ensures that the Deacon functions in accordance with the rubrics of *The Book of Common Prayer*.

Other expectations of the Deacon:

- Preach once per quarter.
- Provide pastoral ministry to sick and homebound parishioners.
- Assist with regularly scheduled Sunday and mid-week services.
- Provide leadership to the Parish Outreach Team.
- Assist the Priest with parish programs as assigned.

Other Agreements

- This LOA is for one/ two/ three years. Deacons aged 72 and above require a new LOA annually. This agreement should be reviewed annually and rewritten as needed.
- Start date is mm/dd/2025.
- The agreement may be renewed with the arrival of a new priest who in charge of the Congregation, seeking the counsel of the Bishop, taking discernment time as needed, and if desired, a Leave of Absence.

In addition to the Bishop's discretion, this Agreement will terminate:

- Should the Deacon relocate away from the community

In the event of the Priest's resignation:

- during the transition to new priestly leadership, the Deacon may discuss continued service, subject to the pastoral direction of the Bishop and the Vestry's consent.

Date: _____

Deacon: _____Priest: _____

Senior Warden: _____Junior Warden: _____

Reviewed by the Bishop per Title III, Canon 7 "Of the Life and Work of Deacons"

_____
Date